

NASA-TM-112372



# Instructions for the Return of Planetary Samples to NASA Johnson Space Center

711-82-7.  
013959

## 1. ACCOUNTABILITY & HISTORY

- see 8 →
- A. Use Curatorial Form F-75. Complete one "Curatorial Form F-75, Return Sample Accountability & History" (Part A only) for the return of each sample which appears on your inventory listing. You do not need to complete the form to return samples which were issued to you as thin sections or probe mounts unless they were used in analysis by ion probe, proton probe, or other destructive technique. Use "Form F-75, Continuation Sheet" to list any subsamples that you have derived from the samples that you were assigned. If you have not made any splits, only the first page of the form need be used. If you have made more than 5 splits of any sample, you may either reproduce the "Continuation Sheet" yourself, or you may obtain additional copies from the Curator by contacting the Sample Control Center.
- B. Use Official Sample Numbers According to Your Sample Inventory. You may obtain a current listing of your samples by contacting the Sample Control Center at 281-483-2254 or FAX 281-483-5347. You may also obtain a current sample listing by accessing the database link on Curator's WWW site (<http://www-curator.jsc.nasa.gov/curator/databases.htm>) or establishing a TELNET connection to [curate.jsc.nasa.gov](http://curate.jsc.nasa.gov). The username is PMPBULIC; there is no password.
- C. Document Sample Utilization According to Mass. Enter the appropriate mass for each item in the spaces provided in Part A, lines 1-8. The masses should refer to the entire sample which appears on your inventory listing. Note that the masses which appear on the inventory reflect the amounts for which you are currently accountable, and may differ from the original masses which you were issued. Such differences reflect transfers of portions of the samples which were authorized by the Sample Curator, any amounts consumed which you reported as the result of an annual inventory, or parts of the samples which you previously returned.
- D. Document Sample History with Regard to Contamination or Modification. Document the contamination history for each sample in the spaces provided as block 9 of Part A. The following questions should be used as guidelines:
1. Has the sample been chemically degraded by exposure to or admixture with major or trace elements, organic or inorganic liquids, or heavy metals?
  2. Has the sample been exposed to an electromagnetic field?
  3. Has the sample been separated based on mineralogical or petrological properties, grain size, density, or magnetic properties?
  4. Has the sample been exposed to gases other than dry nitrogen, such as air, inert gases, or halogens?
  5. Has the sample been heated, fused or dissolved, or otherwise undergone any thermodynamic change in state?

6. Has the sample been irradiated or undergone neutron activation?
7. Has the sample been affixed to or imbedded in a substrate such as glass or epoxy?  
Samples degraded in this manner will include thin sections, probe mounts, potted butts, grain mounts, etc. Please be specific as to the current state of the sample.
8. If the sample is a thin section or probe mount, has it been subjected to ion-probe analysis, proton-probe analysis, or other destructive method?

## 2. PACKAGING

- I & ion probed, x-rayed, & analyzed? Where published? (not entirely consistent with first 77)*
- A. Use Double Containers for Samples. As a minimum, provide two layers of protection against contamination, such as a sample vial within a plastic bag. Contact the Curator's office regarding special requirements; cleaned containers can be provided on request (allow one month for delivery).
  - B. Package for U.S. Registered Mail or the Equivalent. Prepare packages so that they are strongly resistant to damage. Container strength and sealing provisions should be compatible with requirements of registered mail with the U.S. Postal Service.

## 3. TRANSMITTAL BY INVESTIGATORS IN THE UNITED STATES AND CANADA

- A. Hand-Carry Large Samples. Samples that weigh more than 10 grams, individually or in total, must be hand-carried to the Sample Curator unless the Curator provides a written exemption in advance.
- B. Send Small Samples by Registered Mail. Samples weighing less than 10 grams may be mailed from points within the U.S. and Canada. You may request NASA official business mailing labels from the Curator's office; you must add your name clearly to the labels. (In the event that the Post Office will not accept these labels, you are required to pay the postage.) Send the samples by REGISTERED MAIL, RETURN RECEIPT REQUESTED to the following address:

Dr. James L. Gooding/SN2  
NASA Johnson Space Center  
Houston, TX 77058-3696 USA

*Curator?*

The U.S. Government acts as a self-insurer. Do not obtain postal insurance for planetary materials samples transmitted by the U.S. Postal Service.

## 4. TRANSMITTAL BY INVESTIGATORS OUTSIDE THE UNITED STATES AND CANADA

- A. Do Not Mail Samples. Do not mail samples to, from, or within countries other than the United States and Canada. Unless the Sample Curator provides a written exemption in advance, the investigator must either hand-carry the samples to the Curator or use the U.S. diplomatic pouch mail.
- B. Use Diplomatic Pouch Mail. Return samples which were delivered by diplomatic couriers in the same manner as they were delivered, or hand-carry them. Contact the scientific affairs officer at the nearest U.S. Embassy to arrange the return of samples to the Embassy. Notify the Embassy that the samples mailed within the United States are to be sent by

REGISTERED MAIL, RETURN RECEIPT REQUESTED. If the samples weigh more than 10 grams, individually or in total, notify the Embassy and label the package with the following instructions:

**PACKAGE MAY NOT BE MAILED**

Immediately on receipt, please notify:

Dr. James L. Gooding/SN2  
NASA Johnson Space Center  
Houston, TX 77058-3696 USA  
Telephone: 281-483-3274  
FAX: 281-483-5347

**E. INFORMATION**

If you require help in any aspect of your sample return, please use one of the following points of contact:

Telephone: 281-483-3274

FAX: 281-483-5347

E-mail: [james.l.gooding1@jsc.nasa.gov](mailto:james.l.gooding1@jsc.nasa.gov) or  
[jgooding@ems.jsc.nasa.gov](mailto:jgooding@ems.jsc.nasa.gov)

*PO  
SN mail*

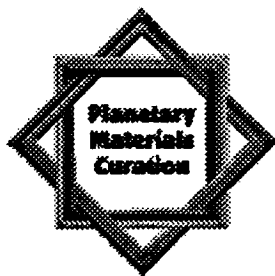
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*Revised 3-Jan-1997*



**Curatorial Form F-75**  
**Return Sample Accountability & History**  
**Download**

Format & Size	Notes
Adobe PDF 139 Kb	<p>To view the PDF file you must have Adobe® Acrobat® Reader software, which is available free from Adobe® at <a href="http://www.adobe.com/acrobat/readstep.html">http://www.adobe.com/acrobat/readstep.html</a>. Then you can download the PDF file and view it offline or you can configure your browser to view it online.</p> <p><b>Please note that you need to set the orientation to landscape in the Acrobat Reader print setup dialog box before printing.</b></p>
MS Word 9 Kb	<p>This file can be read and printed by Microsoft Word® or Microsoft Word Viewer for Windows®. Microsoft Word Viewer for Windows® is available free from Microsoft® at <a href="http://www.microsoft.com/word/Internet/Viewer/default.htm">http://www.microsoft.com/word/Internet/Viewer/default.htm</a>.</p>
Rich Text Format 19 Kb	<p>This file can be read by some, but not all, word processing software.</p>
Postscript 41 Kb	<p>This file can be printed by any postscript printer; it does not require word processing software.</p>



## Curatorial Form F-75, Continuation Sheet Return Sample Accountability & History Download

Note: Continuation forms are not yet completed, so links will not work properly.

The Return Sample Accountability & History, Continuation Sheet is available for download in the following formats:

Format & Size	Notes
Adobe PDF 140 Kb	<p>To view or print the PDF file you must have Adobe® Acrobat® Reader software, which is available free from Adobe® at <a href="http://www.adobe.com/acrobat/readstep.html">http://www.adobe.com/acrobat/readstep.html</a>. Then you can download the PDF file and view it offline or you can configure your browser to view it online. Adobe® provides instructions on how to configure your Web browser to use the Adobe® Acrobat® Reader.</p> <p><b>Please note that you need to set the orientation to landscape in the Acrobat Reader print setup dialog box before printing.</b></p>
MS Word 10 Kb	<p>This file can be read and printed by Microsoft Word® or Microsoft Word Viewer for Windows®. Microsoft Word Viewer for Windows® is available free from Microsoft® at <a href="http://www.microsoft.com/word/Internet/Viewer/default.htm">http://www.microsoft.com/word/Internet/Viewer/default.htm</a>.</p>
Rich Text Format 19 Kb	<p>This file can be read by some, but not all, word processing software.</p>
Postscript 53 Kb	<p>This file can be printed by any postscript printer; it does not require word processing software.</p>

**CURATORIAL FORM F-75**

PAGE \_\_\_\_\_ OF \_\_\_\_\_

**Please complete one form for each sample on your inventory listing that you are returning. Use Form F-75, Continuation Sheets to document any subsamples that you have created from this sample. In the comments blocks, describe the history of contamination that each sample has experienced. Refer to the instructions for returning samples for more complete details.**

### A. INFORMATION PROVIDED BY SAMPLE INVESTIGATOR

Item	Mass (g)	9. History/Contamination & PI Comments	
1. Mass of Sample as Issued by Sender _____			
Name of Sender (If not Curator)			
2. Mass of Sample as Measured by You			
3. Total of Sample Mass Consumed			
4. Sample Mass Previously Returned to Curator			
5. Total Sample/Residue Mass Retained			
6. Sample Mass Transferred to Other PI's			
7. Total Sample Mass Returned to Curator			
8. Mass % of Admixed Material	%		_____ PI Signature
9. Sample Mass Not Accounted For			

**B. FOR USE BY SAMPLE CURATOR ONLY**

PARENT SAMPLE PROCESSING				WEIGHT BALANCE ACCOUNTING		CO Number	
Inventory Data		Item	Mass (g)	Item	Mass (g)	Processor	
Sample #		Gross		Issue			
Container		Container		Transferred to Other PI's			
Description		Dunnage		Previously Returned			
Flags		Sample		Current Inventory			
Location		Bagged		Total Return (current)			
				Retained by PI			
Container Sample Returned In				<b>CONSUMED</b> (Split #) _____		_____ Curatorial Representative	
Sample Rebagged In		Air <input type="checkbox"/> GN <sub>2</sub> <input type="checkbox"/>				_____ Date	

**PROCESSOR COMMENTS:**[illegible]

**CURATORIAL FORM F-75, Continuation Sheet**  
**RETURN SAMPLE ACCOUNTABILITY & HISTORY**

PARENT SAMPLE \_\_\_\_\_  
 PAGE \_\_\_\_\_ OF \_\_\_\_\_

PLEASE COMPLETE ONE BLOCK FOR EACH SPLIT RETURNED			FOR USE BY SAMPLE CURATOR ONLY			
Split #	Mass (g)	History/Contamination & PI Comments	Rec.	Inventory	Item	Mass (g)
				Sample #	Gross	
				Container	Container	
				Description	Dunnage	
				Flags	Sample	
				Location	Bagged	
				Sample #	Gross	
				Container	Container	
				Description	Dunnage	
				Flags	Sample	
				Location	Bagged	
				Sample #	Gross	
				Container	Container	
				Description	Dunnage	
				Flags	Sample	
				Location	Bagged	
				Sample #	Gross	
				Container	Container	
				Description	Dunnage	
				Flags	Sample	
				Location	Bagged	
				Sample #	Gross	
				Container	Container	
				Description	Dunnage	
				Flags	Sample	
				Location	Bagged	